

Wisconsin Department of Health and Family Services
Office of Caregiver Quality

Clinical Contractual Guidelines/Suggestions

I. Nurse Aide Training Program (NATP) Guidelines

1. The NATP will be responsible for all planned learning experiences as related to program objectives, and will provide appropriate faculty for this purpose.
2. The NATP is responsible for the initiation of the contract and the renewal of it annually.
3. The NATP shall provide the clinical facility with the schedule of the clinical rotation and the names of the students and instructor(s).
4. The selection of each student's assigned residents is to be made by the primary instructor of the program in cooperation with the designated facility liaison.
5. The assignments are to be posted on the appropriate unit 24 hours in advance of student arrival and contain each student's name as well as the names and room numbers of residents.
6. The LTC (long-term care) facility is to be notified prior to each clinical rotation.
7. The LTC facility is to be notified prior to the arrival of the Department of Health and Family Services (DHFS) evaluator(s) conducting the on-site evaluation of the NATP.
8. The NATP will provide one (1) instructor for every eight (8) students in the clinical area.
9. The NATP will provide RN supervision for all LPN instructors assigned to supervise students in the clinical area.
10. Orientation to the LTC facility is to be the responsibility of the NATP instructor(s) and should include introductions to the appropriate clinical facility staff and input from them regarding specific rules and regulations for the students and instructor(s).
11. All student activities and care of residents is to be with approved instructor supervision.
12. Students are not to be assigned to facility staff to provide care or to receive instruction.
13. Instructors and students will wear uniform attire as designated by the NATP and will wear name tags that designate both their status as instructors or students and the name of the NATP.
14. The NATP is responsible for any and all accidents/incidents related to student activities.
15. The NATP will provide documentation of the required immunizations/tests and background checks for the instructor(s) and students.
16. The NATP will abide by all policies and procedures mandated by the facility.

17. The NATP is responsible for notifying the facility of any change in schedule and for notifying the charge nurse of the need to reassign resident care in the event of a student absence.
18. The provision of resident information to students is the responsibility of the instructor(s).
19. The NATP is responsible for the selection of resident care to comply with the experiences that the students require. The selection of the unit utilized is to be made with joint approval by the NATP and the LTC facility.

II. Long-Term Care Facility (LTC) Guidelines

1. The LTC facility will provide space for the instructor(s) and students to store personal effects before and after conferences.
2. The LTC facility will assign a liaison/contact person to assist the program coordinator/instructor in the coordination of the student's clinical rotation.
3. The LTC facility is responsible for notifying the staff of the rotation of students and the arrival of the DHFS evaluator(s).
4. The LTC facility will allow the DHFS evaluator(s) to review the residents' charts prior to the evaluation and to observe the students' performance of resident care, with the residents' approval.
5. Students are utilizing the LTC facility for a learning experience and should not be utilized or requested to render care to unassigned residents.
6. The LTC facility will specify limitations with regard to the conduct of the nurse aide students during clinical rotation (e.g., no access to resident charts).
7. The LTC facility will designate the appropriate forms/flow sheets used for documentation by students with instructor supervision.
8. The facility must maintain compliance with the mandates of regulatory agencies and the Wisconsin Department of Health and Family Services, Bureau of Quality Assurance, to qualify as a clinical training site for any state-approved NATP.
9. The LTC facility is to maintain responsibility for the overall care of residents during all clinical rotations.
10. The termination of the contractual agreement is to be initiated by either party with reasonable advanced notification in order to permit the NATP to seek a contract with another LTC facility.